

Australian Capital Territory

Public Sector Management Amendment Standard 2004 (No 6)

Disallowable instrument DI2004—162

made under the

Public Sector Management Act 1994, s 251 (Management Standards)

I amend the management standards as set out in Schedule 1 and Schedule 2 in accordance with the Chief Minister's approval.

Cheryl Anne Vardon
Commissioner for Public Administration

23 / 7 /2004

SCHEDULE 1 TO DISALLOWABLE INSTRUMENT DI No 2004-162

PROVISION OF MANAGEMENT STANDARDS		
Part	Part/Rule Description	AMENDMENT
Standard 2	Part 10 Rule 12.10: Graduate Administrative Assistant	Omit Rule 12.10, Part 10, Standard 2. Substitute new Rule 12.10, Part 10, Standard 2 as set out in Schedule 2.
Standard 2	Part 10 Rule 12.11: Graduate Administrative Assistant (Indigenous Employment)	Omit Rule 12.11, Part 10, Standard 2. Substitute new Rule 12.11, Part 10, Standard 2 as set out in Schedule 2.

SCHEDULE 2 TO DISALLOWABLE INSTRUMENT No 2004-162

New Rule 12.10, Part 10, Standard 2

12.10 Graduate Administrative Assistant

Interpretation

In this Rule, unless the contrary intention appears:

'GAA' means Graduate Administrative Assistant

Eligibility Requirements

A three year bachelor degree or three year diploma or equivalent qualification as described in the Australian Qualifications Framework.

Selection Arrangements

Successful applicants will be appointed in order of merit based on the reports of selection committees approved by the Commissioner. Except where special arrangements have been approved by the Commissioner, the relative suitability of applicants will be determined in the following way:

- Academic achievement; and/or
- Aptitude test; and/or
- Interview and referee reports.

Salaries

Salaries payable to Graduate Administrative Assistants are based on the highest completed academic qualification held on the date of commencement.

Although normal incremental advancement applies, qualifications completed after the date of commencement do not entitle Graduate Administrative Assistants to automatic salary advancement within the Graduate Administrative Assistant salary range.

Salary Points

Four year bachelor degree and below –

- eighth salary point of GAA classification in the 2003-2004 (3rd round of enterprise bargaining) employing agency's Agency Certified Agreement; or
- first salary point of GAA classification in the 2004-2007 (4th round of enterprise bargaining) employing agency's Agency Certified Agreement.

Four year bachelor degree plus honours and above –

- tenth salary point of GAA classification in the 2003-2004 (3rd round of enterprise bargaining) employing agency's Agency Certified Agreement; or
- second salary point of GAA classification in the 2004-2007 (4th round of enterprise bargaining) employing agency's Agency Certified Agreement.

New Rule 12.11, Part 10, Standard 2

12.11 Graduate Administrative Assistant (Indigenous Employment)

Interpretation

In this Rule, unless the contrary intention appears:

‘GAA’ means Graduate Administrative Assistant

Eligibility Requirements

1. The person is an Aboriginal or Torres Strait Islander.
2. A three year bachelor degree or three year diploma or equivalent qualification as described in the Australian Qualifications Framework.

Selection Arrangements

Successful applicants will be appointed in order of merit based on the reports of selection committees approved by the Commissioner. Except where special arrangements have been approved by the Commissioner, the relative suitability of applicants will be determined in the following way:

- Academic achievement; and/or
- Aptitude test; and/or
- Interview and referee reports.

Salaries

Salaries payable to Graduate Administrative Assistants (Indigenous Employment) are based on the highest completed academic qualification held on the date of commencement.

Although normal incremental advancement applies, qualifications completed after the date of commencement do not entitle Graduate Administrative Assistants (Indigenous Employment) to automatic salary advancement within the Graduate Administrative Assistant (Indigenous Employment) salary range.

Salary Points

Four year bachelor degree and below –

- eighth salary point of GAA classification in the 2003-2004 (3rd round of enterprise bargaining) employing agency’s Agency Certified Agreement; or
- first salary point of GAA classification in the 2004-2007 (4th round of enterprise bargaining) employing agency’s Agency Certified Agreement.

Four year bachelor degree plus honours and above –

- tenth salary point of GAA classification in the 2003-2004 (3rd round of enterprise bargaining) employing agency’s Agency Certified Agreement; or
- second salary point of GAA classification in the 2004-2007 (4th round of enterprise bargaining) employing agency’s Agency Certified Agreement.